



Call 0800 112 3034 or 020 8546 5034 for bookings and information

GET MORE FROM WORD

Learn how the fantastic new layout in Word 2007 can help you achieve a consistent professional look in your business documents. We show you how to make documents stand out by using colour, diagrams and graphics. This short course will benefit anyone who wants to use Word 2007 for more than typing such as sales and marketing.

NB: This 1 day course is not suitable for complete beginners.

1. Layout Features

Line Spacing, Setting Margins and Indents, Columns

2. Formatting Features

Page Background and Page Borders

Watermarks

Inserting a Cover Page

Themes

3. Working with Tables

Table for Page Layout

Inserting pictures in tables

4. Working with Graphics

Inserting and formatting pictures, or Clip Art

Inserting, re-colouring, re-framing and setting pictures in 3D format

5. Working with Text and Graphics

Using the features of Word Art

Using text boxes to label pictures and diagrams

Placing text in shapes and arrows